

Structure Design Staff Meeting Minutes
Tuesday, November 4, 2008
Conference Room C
10:30 AM

1. Safety/Personnel.....Darlene
No safety issues.
Time sheets must total 40 hours.
Thanksgiving week – turn time sheets in by 2:30 pm Nov. 25
Christmas week – turn time sheets in by 12:00 noon Dec. 22

BEACON/ESS problems or questions – go see Darlene prior to calling Best Shared Services or calling Personnel.

- 2 Budget IssuesDarlene
Re-instated 10% rule when hiring freeze is off.
Budget cut by 6% - no purchases at this time.
Revenues are down.
Structure Design gave up two positions (TT III & TE I) for the re-design. Looking for 28 total positions.
No other news about cut backs.
Divisions added Bridge Project positions.

3. Career Banding.....Darlene
Nov. 15, 2008 all technicians and engineers will be Career Banded per OSP.

Engineering Aide – Engineering Assistant - Contributing

Technicians – Engineering Technicians
I & II – Contributing
III & IV – Journey
V & IV – Advanced

Transportation Engineers – Engineers
I – Contributing
II – Journey
III – Advanced

Transportation Engineering Supervisor – Engineering Supervisor
Journey (Team Leaders)
Advanced (Project Engineers)

Transportation Engineering Manage I – Engineering Manager – Contributing

Transportation Engineering Director I – Engineering Manager – Advanced

Technician Skilled Based Pay going away as of Dec. 1, 2008. Will need to set up new skill blocks, etc for Technicians and Engineers.

4. PC/CADD Updates..... Bob
Merlin-Dash updated (5.11) – let Bob know who needs updates.
30 workstations to give out
New version of I-plot coming
Everyone should be on Structure-all email list
Make sure to remove **Goggle-Earth** from all computers as will have to pay the fee to keep.

5. New PDA's Greg
PDA Worksheet needs to also be included.

Turn-ins increased to 14 weeks for all projects – will be turn-ins for the whole group – not just each squad.

Squad leaders have Developing Employees; Providing Training. Career Development Plan for all Team Members.

Project Engineers have Recruitment – item of interviews and selection.

Go ahead and get forms set up for everyone – Forms & Worksheets. Finish up by early next week (11/14/08). Use actual date we sign the forms.

Let Tom know if any employees are on a Work Plan.

6. Engineering DevelopmentBrian/Gichuru
LRFR class – no food – Nov. 19th – all on our own – scheduled to 4:00 pm.

STADD training – get names in if haven't done so already.

Call from producer on problem with girder – direct to Tim Sherrill or Brian Hanks – don't try to answer the question.

7. Other
Look a little deeper into pile tonnage and pile lengths on large project with lots of piles – Saving was realized on X-2 by varying pile lengths and pile tonnages on individual bents.

Try and not go with a deeper cap than required in order to save construction material costs.

Look at stepping or sloping bottom of cap elevations to reduce cap depth.